

Bus Driver Directions School Year 2008-2009

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Data Requirements

Suspended or Revoked Commercial License for School Bus Driver

In 2001, the South Dakota Legislature enacted SDCL 32-12A-26, which requires school districts to be notified when the commercial drivers license of a school bus driver is suspended or revoked by the state Office of Driver Licensing.

32-12A-26. Suspension of license bearing school bus endorsement--Notification of school district. If a person's commercial driver license bearing a school bus endorsement is suspended or revoked pursuant to this chapter, the Department of Public Safety shall, upon the suspension or revocation, notify the Department of Education. The Department of Education shall notify the school district or school bus contracting company for which the person is employed of the suspension or revocation. The notification may be done by first class mail.

Source: SL 2001, ch 176, § 1; SL 2003, ch 272, §§ 23, 63.

In order to accommodate this notification, (SDCL 32-12A-27) requires schools to report the names and social security numbers of bus drivers to DOE. This information will be matched against the driver licensing database. The text of this law is included below:

32-12A-27. Names and social security numbers of school bus drivers to be reported to Department. Each school district and school bus contracting company shall report to the Department of Education, in a manner prescribed by the secretary, the names and social security numbers of all individuals it employs as bus drivers. The school district and school bus contracting company shall inform the department of any changes to the list within seven days after they occur.

Source: SL 2001, ch 176, § 2; SL 2003, ch 272, § 63.

CRIMINAL BACKGROUND CHECK STILL REQUIRED FOR NEW BUS DRIVERS!

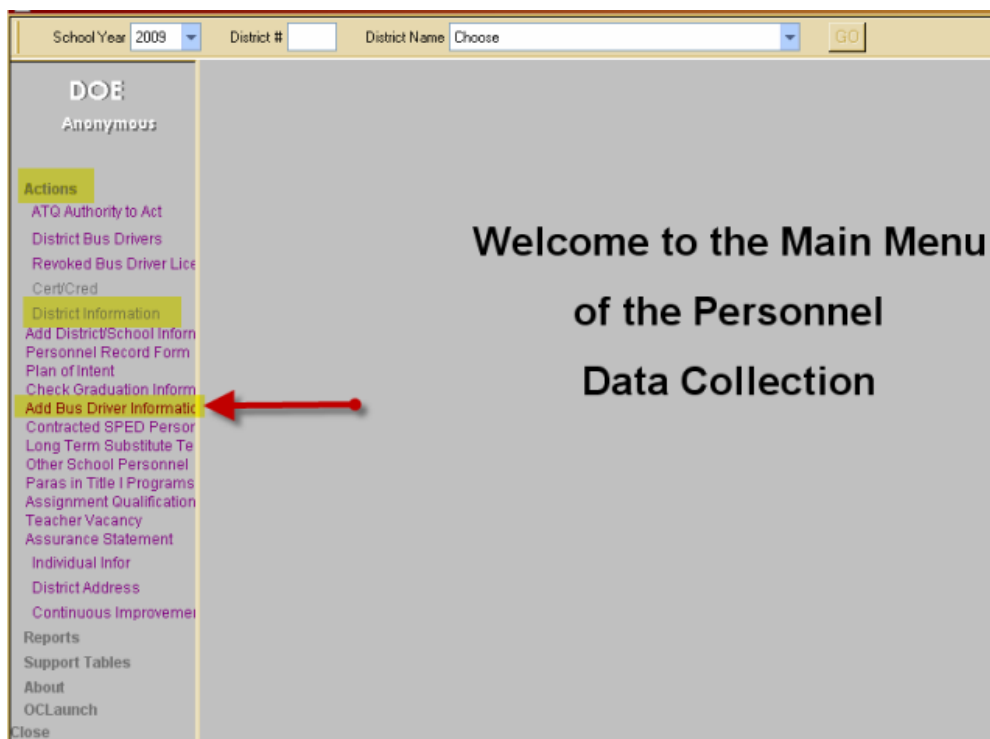
Schools must continue to complete a criminal background check on newly-hired school bus drivers, pursuant to SDCL 13-10-12. SDCL 12A-26 requires schools to report bus driver information to the state in order to determine the status of the driver's CDL. It does NOT take the place of the criminal background check requirement on new hires.

PLEASE NOTE: The school system must report to DOE any changes to the bus driver list within seven days after they occur. If there are changes after October 15th, please contact Carol Uecker at 773-4771 to report any changes to your bus driver list that occur as a result of resignations or new hires.

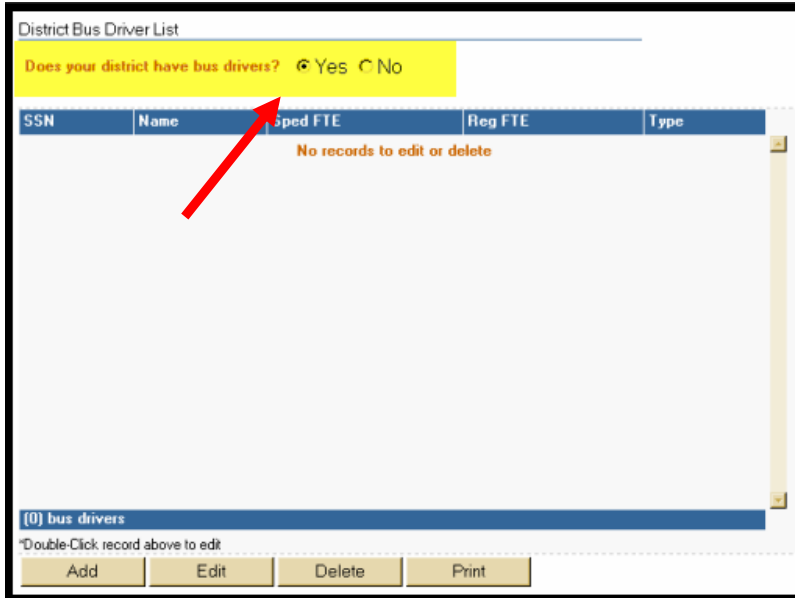
Add Bus Driver Information

ALL districts are required to access this menu, even if you have no data to report.

STEP #1: Open the PRF, Click on Actions, District Information and then Select Add Bus Driver Information.



STEP #2: Select Yes or No to the question – Does your District have bus drivers?



District Bus Driver List

Does your district have bus drivers? ☒ Yes ☐ No

SSN	Name	Sped FTE	Reg FTE	Type
No records to edit or delete				

(0) bus drivers

*Double-Click record above to edit

Add Edit Delete Print

NOTE: The answer defaults to Yes. If you do not hire or contract for bus drivers then select No.

a. Check No if the district has no bus drivers

- When you select no you will see the following message.



- Click Ok if this is correct. If you do have bus drivers then click Cancel.

If your District contracts for bus drivers you should check Yes.

b. Check Yes if the district has bus drivers

NOTE: You must answer the question regarding ARSD 24:06:08 Training of School Bus Drivers and Bus Attendants before you are able to complete the Bus Driver requirements. This must be completed even if there are no changes to your Bus Drivers. This area is shown on Page 7.

STEP #3: If the District had Bus Drivers the previous year, the information should pull forward to the current year. The picture below is an example of what you will see.

District Bus Driver List

Does your district have bus drivers? ☒ Yes ☐ No

SSN	Name	Sped FTE	Reg FTE	Type
123456	John Doe	0	1	C
234567	Jane Smith	0	0.1	S
345678	Mike Johnson	0.1	0.1	S
456789	Sarah Brown	0	0.1	S
567890	David Wilson	0	1	C
678901	Emily Davis	0	0.1	S
789012	Robert Miller	0	0.1	S
890123	Lisa Anderson	0.1	0	S
901234	James Taylor	1	0	S
012345	Amanda White	0	0.1	S
123456	Christopher Lee	0	0.1	S
234567	Michelle Garcia	0	1	C
345678	Daniel Martinez	0	1	C
456789	Stephanie Rodriguez	0	0.1	C

[19] bus drivers

*Double-Click record above to edit

a. Review the list of your current Bus Drivers

- **Delete** any Bus Drivers who no longer provide this service to your District.
 - Click the Delete Button and follow the instructions.

- **Edit** any Bus Drivers whose information has changed.
 - Highlight the Bus Driver whose record needs to be updated.
 - Click the Edit Button and you will see the following screen.

District Bus Driver Detail

SSN:
[REDACTED]

First Name: [REDACTED] **Middle Name: *** [] **Last Name:** [REDACTED]

Special Education FTE: [0] **Regular Education FTE:** [1]

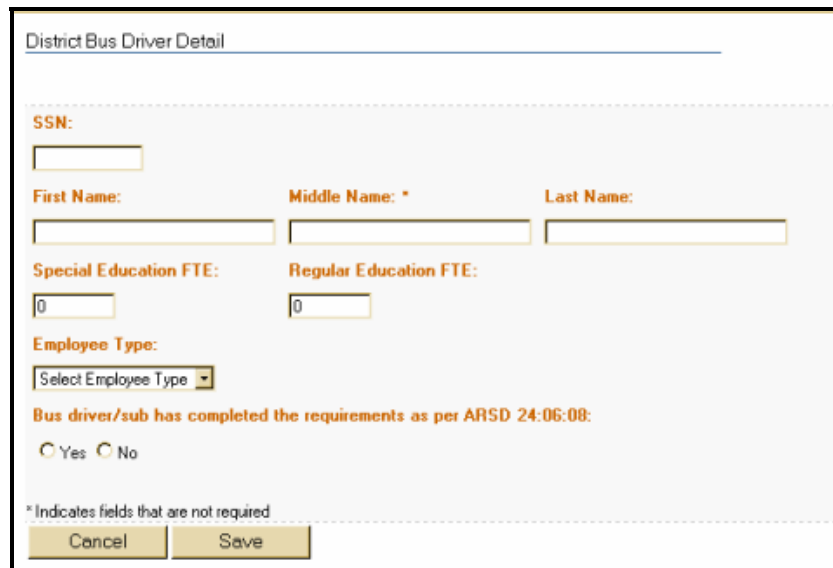
Employee Type:
[C-Contract by district ▼]

Bus driver/sub has completed the requirements as per ARSD 24:06:08:
☐ Yes ☒ No

* Indicates fields that are not required

- Make any changes that are needed and Click Save.

- **Add** New Bus Drivers
 - Click the Add Button and you will see the following screen.



District Bus Driver Detail

SSN:

First Name: Middle Name: * Last Name:

Special Education FTE: Regular Education FTE:

Employee Type:

Bus driver/sub has completed the requirements as per ARSD 24:06:08:
☐ Yes ☐ No

* Indicates fields that are not required

- **Add the Social Security Number**
 If the employee has a green card and does not have a social security number, call the Accreditation and Teacher Quality at 773-3553.
- **First Name**
- **Middle Name (optional)**
- **Last Name**
- **The full time equivalency (FTE) should be broken out between Special Education and Regular Education.**

Special Education FTE - Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service.

Regular Education FTE - people actually driving the bus (the ones holding the CDL license) transporting students for their school system (not bus driver monitors)

- **Employee Type (S/C)**

S = School Bus Driver is Employed by the district.

C = School Bus Driver is Contracted.

School bus contracting companies will NOT report directly to DOE. However, contractors are asked to work cooperatively with the school system that contracts their services to provide the drivers' names and social security numbers to the school. The school will then include the contracted bus drivers on its Bus Driver Information report.

- **Bus driver/sub has completed the requirements as per ARSD 24:06:08: Bus driver/sub has completed the requirements as per ARSD 24:06:08:**

Yes

No

Please contact Carol Uecker at (605)773-4771 if your driver has NOT been trained as per **24:06:08:01. Training of school bus drivers and bus attendants.**

24:06:08:01. Training of school bus drivers and bus attendants.

School bus operators must provide annual training for school bus drivers in accordance with the section entitled "Driver" pages 121 to 124 and the section entitled "Bus Attendant" pages 124 and 125, in the **National School Transportation Specifications & Procedures**, 2005 Revised Edition. In addition, the following provisions apply:

- (1) The State approved pre-service training program shall include a minimum of two hours of classroom training, which will include knowledge of basic first aid procedures, and two hours of behind-the-wheel training to enable safe and efficient vehicle operation;
- (2) The annual State approved in-service program shall include a minimum of four hours of classroom and/or behind-the-wheel training.

Source: 22 SDR 61, effective November 9, 1995; 30 SDR 181, effective May 20, 2004; 33 SDR 152, effective April 5, 2007.

General Authority: SDCL 13-29-2, 13-29-6.

Law Implemented: SDCL 13-29-2, 13-29-6.

Reference: "Driver and Bus Attendant," pages 121 to 126, **National School Transportation Specifications & Procedures**, 2005 Revised Edition. Copies may be obtained from the Missouri Safety Center, Humphreys 201, Central Missouri State University, Warrensburg, MO 64093, phone: (660) 543-4830. Cost: \$35.

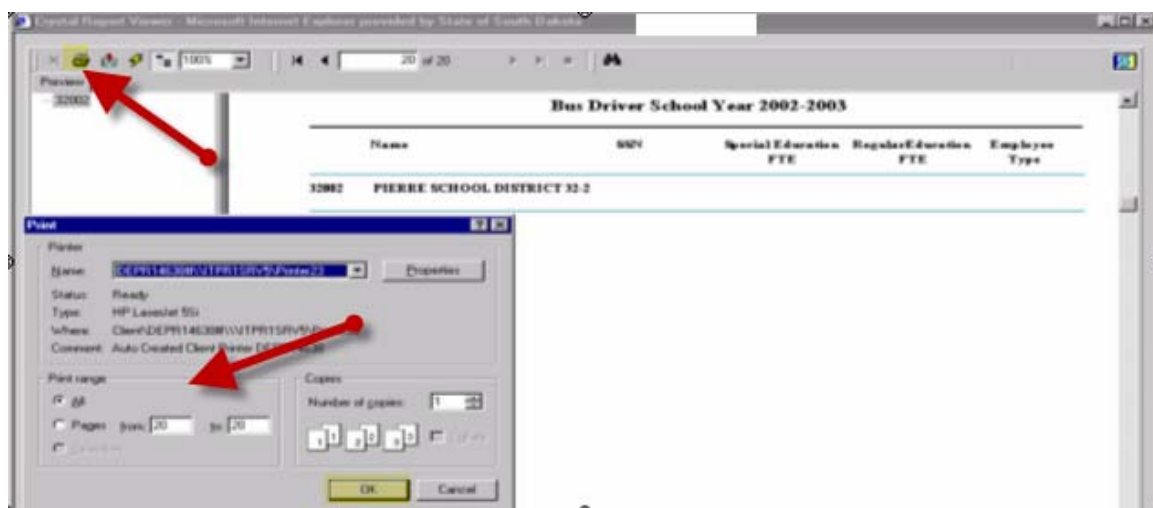
- Click the **Save** button
- If you have more bus drivers to report, repeat the above steps.

Running the Report

SUGGESTION: Follow the directions on how to run a report and print the "Report: FTE Summary of Other Staff". If you would like to print a copy of each of your bus driver records, click on the print button and print the "Report: State Accreditation Staff Listing." for each of your bus driver records reported this school year.

Step #1: Click on Printer icon at the top left of the screen.

- The print range should say "All"
- Click Ok.



c. Click the Print Button.



You can also Print a list of Bus Drivers from the Add Bus Driver Screen.

- If you look at the Bus Driver List there is a Print Button. Click this button for a listing of the Bus Driver information.

